

City of Santa Fe, New Mexico

P.O. Box 909, 200 Lincoln Ave
(505) 955-6597 Fax (505) 955-6810
www.santafenm.gov



Recruitment Announcement # 2013-001

POSITION TITLE:	Police Cadet	SALARY RANGE:	\$19.11
DEPARTMENT:	Police	FLSA/UNION STATUS:	COVERED/UNION
PERIOD TO APPLY:	Open Continuous	POSITION STATUS:	CLASSIFIED FULL TIME
SUPERVISOR:	William Johnson	WORK LOCATION:	2515 Camino Entrada

MINIMUM QUALIFICATIONS:

Education and Experience:

- A. High school diploma or equivalent; and
- B. Must have a record clear of felony convictions or crimes involving moral turpitude.

SPECIAL QUALIFICATIONS:

- Must have a good driving record.
- Must possess a valid Class D New Mexico driver's license. If an applicant currently possesses an out of state driver's license he/she must obtain a NM driver's license within six (6) weeks after graduating the NMDPS Academy.
- Must be at least 21 years of age upon completion of the NMDPS Academy.
- Must be a United States citizen and establish New Mexico residence within six (6) months of hire date.

Must successfully pass the following:

- A written examination.
- A series of physical agility tests.
- An oral interview with selection committee.
- A polygraph examination.
- A background investigation.
- A psychological examination as to whether the candidate is free of any mental or emotional condition which might adversely affect performance.
- A complete medical examination.
- A pre-employment drug screening test.

GENERAL PURPOSE:

This is a training position whereby new recruits are observed and evaluated as to their suitability for police work, while they observe and assist experienced Police Officers in general duty police work.

SUPERVISION RECEIVED:

Works under the general guidance and direction of the Police Sergeant.

SUPERVISION EXERCISED:

None.

ESSENTIAL FUNCTIONS

(A position may not include all of the duties listed, nor do the listed examples include all duties, which may be found in a position of this class). Under close supervision, this employee performs routine residential and commercial patrol. Investigates motor vehicle accidents, crimes against property, and violent crimes. Performs traffic control duties and traffic code enforcement to include issuing citations. Conducts crime prevention activities. Operates vehicles in routine and emergency situations. Receives training in report preparation and other general duty police work. May testify in court.

***The City of Santa Fe Police Department reserves the right to make any changes to test dates as needed.**

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KNOWLEDGE, SKILLS, AND ABILITIES:

Some knowledge of the City geography required.

Considerable skill in communicating effectively, both orally and in writing.

Ability to learn how to use specialized equipment, such as firearms, communications equipment, and computers. Ability to establish and maintain an effective working relationship with co-workers, and the general public. Ability to meet deadlines with severe time constraints.

WORK ENVIRONMENT:

Work is performed inside and outside, sometimes in inclement weather conditions. May be subject to cuts, bruises, scrapes, burns, broken bones, insect and/or animal bites, germs, bacteria, viruses, environmental allergens, gases and fumes, VDT's and CRT's. May require arduous physical exertion under vigorous and unusual conditions; must be able to drag 175 pounds for 15 feet. Irregular work hours, nights, weekends, holidays, and on-call duty required.

TO APPLY: Submit a completed City of Santa Fe application to the Human Resources Department, City of Santa Fe, 200 Lincoln, or mail to P.O. Box 909, Santa Fe, New Mexico 87504-0909 **or apply online at www@santafenm.gov**. Applications become public record upon receipt and may be made available for public inspection upon request. Resumes will not be accepted in lieu of the city application form.

When required of the position, attach a copy of high school/GED, college education, certification(s) or license(s). Pre-placement physical exams are required.

Incomplete applications may delay or exclude consideration of your application.

EEO/AA